



<b>Job Title</b>	<b>Real Estate Services Manager</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>MGR</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>4</b>	<b>Job Code</b>	<b>17105</b>

### Class Specification – Real Estate Services Manager

#### Summary Statement:

The purpose of this position is to direct, manage, supervise, and coordinate the activities and operations of the Real Estate Services Division including real property services for City and Colorado Springs Utilities projects and programs; coordinate assigned activities with other divisions, departments, and outside agencies; protect and manage the City's real property assets and act as custodian of record for all City property records; and to provide highly responsible and complex administrative support to higher level management.

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
65%	Plans, delegates, directs, supervises, and acquires real property and easements for City of Colorado Springs and Colorado Spring Utilities; reviews title reports and title commitments; prepares, reviews, and approves appraisals and value findings; prepares correspondence and legal documents; meets with property owners to obtain agreement on purchases; reviews City Council agenda requests, memos, ordinances, and resolutions; and reviews and approves all purchase, accept property interests, and closing documents.
5%	Actively manages the disposal of surplus property for City of Colorado Springs and Colorado Springs Utilities by reviewing each Request for Disposal of Property; determines whether disposal of property should be sold or at a sealed bid auction; reviews surveys and appraisals regarding fair market value; prepares correspondence and legal documents; meets with potential purchaser or published for sealed bid auction; reviews City Council agenda requests, memos, ordinances, and resolutions; and reviews and approves all disposal and closing documents.
10%	Manages staff and daily operations of Real Estate Division by assigning work activities, projects, and programs; selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; reviews work products; oversees, prepares, and participates in the development and administration of the annual budget; formulates, prepares, reviews, and presents policy recommendations to City Council to revise the Real Estate Manual in order to streamline the acquisition, disposal and valuation processes; plans, directs, coordinates, and reviews performance plans for staff; and oversees and approves work of third-party land acquisitions consultants.



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15%	Manages a variety of special projects and prepares responses for various inquiries from other City departments, divisions, and general public which include interpreting the City's real estate policies and responding to inquiries regarding real estate assets, research, or procedures. Represents the City's real property interests; and meets with Colorado Springs Utilities to plan for future real estate needs.
5%	Manages minor projects to include easement encroachments, leases, licenses, research, and plat reviews by representing the City's real property interests. Oversees staff activities related to general public requests for easement encroachments and easement vacations; researches a variety of requests from the general public, internal staff, and project and division managers; and reviews plats submitted to the Planning Department to ensure compliance with City Charter, City Code, and the Real Estate Manual.

### **Competencies Required:**

**Human Collaboration Skills:** Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

### **Technical Skills Required:**

**Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.



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**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.

Experience: Five years of full-time responsible real property program management experience including two years of administrative and supervisory responsibility.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**

Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

**Supervision Received:**

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:**

This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

**Physical Demands:**

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office, SimpliFile, and Web based research tools.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: November 2014